

COURT COMPLIANCE MANAGER

DEFINITION

Under general direction, administers and manages the Court Compliance Unit; in the collection of accounts receivables from fines, fees and assessments and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Court Compliance Manager is a single position class. The incumbent is responsible for oversight of the compliance unit in the receivables from fines, fees and assessments. This classification is distinguished from the supervisory position by the fact that it is a mid-management position, responsible for broad program development and control.

ESSENTIAL FUNCTIONS

1. Plans, organizes, directs and manages, directly and/or through subordinate supervisory staff, the operations of the compliance program.
2. Develops, implements and interprets compliance policies and procedures, ensures same are in accordance with applicable laws; assesses department procedures and training to determine changes when needed.
3. Act as liaison between the court and the public; confer with judges and law enforcement representatives regarding matters that involve coordination, administration or procedural processes for compliance; answers complex questions from the public, attorneys and judges.
4. Issues writs and abstracts, takes credit card payments and refers cases to other County agencies for collection or prosecution if appropriate; assures resolve to the more complex, sensitive and confidential cases.
5. Monitors the effectiveness of compliance operations, meets with supervisory staff regarding staff issues; implements teamwork strategies to meet workload needs.
6. Analyses, interprets, studies and researches laws and legislative policies, codes and rules of court, as well as prepares, monitors and analyzes various statistical reports.
7. Prepares and monitors division budget; ensures compliance with fiscal policies.
8. Performs other duties as required.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree in business or public administration, finance, accounting or closely related field **and** three (3) years of experience working within a legal setting at a supervisory level (or greater) OR a Masters degree may substitute for up to one (1) year of experience OR two (2) additional years of experience working within a civil and criminal courthouse setting at a supervisory level may substitute for the Bachelor's degree.

Knowledge of

Trial court policy, procedures, operations and effective compliance practices; applicable laws, regulations, ordinances and codes related to court operations and collections; accounting and budgeting principles and practices ; principles and practices of management relating to the training, evaluating and supervising of subordinates; computer applications related to basic court terminology and collections.

Ability to

Plan, organize and direct court compliance programs; interpret and apply legal and administrative concepts to court functions; develop, direct and control the collection systems of the court; train and supervise subordinates; analyze situations or data and adopt a course of action; establish and maintain cooperative working relationships with staff and other agency contacts; prepare comprehensive and complex accounting and statistical reports; communicate effectively both orally and in writing.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.